

Butte-Glenn Community College

CAMPUS POLICE OFFICER

Full-Time

Final Filing Date

THURSDAY, FEBRUARY 12, 2009

Position Title: CAMPUS POLICE OFFICER

Classification: Regular BCPOA Service (Probationary)

Full-Time, 40 Hours per Week, 12 Months per Year

POSITION OVERVIEW:

Under the general direction of the Chief of Campus Police performs a variety of duties and responsibilities related to providing protection of life and property on campus; responding to reported emergencies; initiating pro-active policing to campus patrol, and performs other moderate to complex law enforcement functions. Work schedule will include nights, weekends, and holidays.

REPRESENTATIVE DUTIES:

- *1. Patrols the campus and immediate surrounding area to protect life and property.
- *2. Inspects and checks the security of District property.
- *3. Responds to reports of unauthorized persons and emergencies on grounds or in buildings; arrests offenders as required.
- *4. Conducts investigation of violations of laws and District policy.
- *5. Prepares crime, incident, traffic, and accident/injury reports; testifies in court proceedings.
- *6. Takes immediate action to reduce danger and possible malfunctions of District equipment.
- *7. Enforces parking and traffic laws on District property; controls the parking and safe movement of vehicles in parking areas; assists persons with battery jumps and car lockouts.
- *8. Responds to on-campus emergencies in role of First Responder and may provide basic first aid/CPR as necessary.
- *9. Provides escort to staff and students, as requested or necessitated.
- *10. Assists outside agencies including the Sheriff, Fire, and California Highway Patrol as requested.
- *11. Provides security for special events.
- 12. Provides information to the general public while visiting District premises.
- 13. May assist in the training of department staff; may assume the duties of a supervisor in the absence of a ranking officer.
- 14. Serves on a variety of District committees as requested.
- 15. Performs other duties as may be assigned.

* The essential duties of the class are indicated with an asterisk .

MINIMUM QUALIFICATIONS:

- Graduation from high school, G.E.D. or the equivalent.
- Graduation from a California P.O.S.T. certified basic police academy.

NOTE:

If P.O.S.T. certified from out-of-state, you must be in possession of a “Recertification Certificate” issued by the California commission on Peace Officer Standards and Training.

CERTIFICATES, LICENSES AND OTHER REQUIREMENTS

At the time of application for the position you must submit:

- Valid California Driver’s License to be maintained throughout duration of employment with the District.
 - First Aid/CPR certificates to be maintained throughout duration of employment with the District.
 - A valid (issued within three (3) years) certificate showing graduation from a California P.O.S.T. certified basic police academy or a valid (issued within three (3) years) “Recertification Certificate” issued by the California Commission on Police Officer Standards and Training.
- Should you be offered this position you will be required to submit proof of current CPR and First Aid certification within the first two weeks of your start date.

If currently in possession of a current First Aid and current CPR certificate attach to your application.

DESIRED QUALIFICATIONS:

1. Experiences and/or training, which have influenced or prepared you to work cooperatively with and support individuals from diverse backgrounds. For example: involvement within specific programs; courses; directed study; or participation in groups and organizations, etc. that cultivate diversity.
2. Experience as a peace officer for a State, county or municipal law enforcement agency.
3. Experience as a peace officer for a public educational, community college or university environment.
4. Trainings related to student safety in an educational environment.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of: applicable Board of Trustees policies, administrative policies and procedures, basics of Penal/vehicle Code and other related codes.

Ability to: patrol effectively detecting and preventing problems; prepare accurate and comprehensive reports; make quick decisions in emergency situations; remember names, faces, and details of incidents; render first aid in emergency situations; handle fire extinguisher equipment; provide aid and directions. District officers may ultimately deal with employees and the community in a helpful, courteous, friendly and firm manner.

PHYSICAL EFFORT / WORK CONDITIONS:

Normal law enforcement patrol, detention, and arrest.

SALARY / BENEFITS:

Range 5 - BCPOA salary schedule, Step A - \$38,178 per year. The District offers a comprehensive benefits package for employees and family members, valued at \$12,100 annually, with currently no out-of-pocket expenses to employees for monthly premiums. The package includes: Health, Dental, Vision, Life Insurance, and an Employee Assistance Program. Additional benefits include Income Protection, participation in the Public Employees Retirement System (PERS), 403b tax shelter retirement plan, 11 accrued vacation days, 12 sick days, and 17 paid holidays.

FINAL FILING DATE:

4:00 P.M. THURSDAY, FEBRUARY 12, 2009

All offers of employment are contingent upon Board approval.

The above date is the final filing date for receipt of application materials to be considered in the committee review. Interested persons are encouraged to submit their application materials so that they are received not later than the aforementioned date (postmarks are not accepted). It is the sole responsibility of the applicant to ensure that all application materials are received by the final filing date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Incomplete and/or late applications will not be forwarded for further consideration.

STARTING DATE:

The successful applicant is expected to be available for work no later than two (2) weeks after offer of employment. All offers of employment are contingent upon Board approval.

APPLICATION INFORMATION:

Department of Human Resources (800) 933-8322

Butte-Glenn Community College District (530) 895-2400

3536 Butte Campus Drive FAX: (530) 895-2836

Oroville, California 95965-8399

(Hearing Impaired Line Only) TDD: (530) 895-2817

- Visit the Butte College website at: www.butte.edu
- Applications are available on the HR website at the URL below, in the Department of Human Resources or call (530) 895-2400 to have an application mailed to you.

<http://www.butte.edu/hr>

- Submit applications to the Dept of Human Resources on the main campus at the address above.
- Normal office hours: Monday-Friday from 8:00 a.m. to 5:00 p.m.

SELECTION PROCESS:

A selection committee will review and evaluate applications to select a limited number of candidates to interview. This screening process can take up to 3 weeks or more, after which interviews will be conducted. Meeting the minimum qualifications for a position does not assure the candidate an interview. The District is not able to compensate candidates for interview-related expenses. Applicants selected for an interview and requiring reasonable accommodations for the interview must notify the Department of Human Resources in advance.

PREEMPLOYMENT REQUIREMENTS:

1. A complete list of physical requirements for this position is available in the Department of Human Resources. The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination prior to employment with a physician selected and paid for by the District. To be eligible for employment the successful applicant must be able to pass the physical examination based on the physical requirements. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
2. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that he or she is free of active tuberculosis.
3. As a condition of employment the position you are applying for will require that you provide fingerprints to the local police department. The fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility. If you should be offered this position you will be asked to sign a payroll deduction form which will authorize the District to deduct the fee charged by the DOJ from your first paycheck.

IMPORTANT:

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

REQUIRED DOCUMENTS:

- **BUTTE COLLEGE CLASSIFIED APPLICATION:**

All applications must be made on a Butte College Classified Application. All applicable parts of the application must be completed.

AN APPLICATION WITHOUT A SIGNATURE OR WITH THE WORDS "SEE RESUME" OR SIMILAR PHRASE WILL NOT BE ACCEPTED.

- **COVER LETTER:**

Please describe in your cover letter how your past experience and qualifications meets the responsibilities of this position.

- **RESUME**

• **DIVERSITY STATEMENT:**

Butte College serves a diverse population. In a separate statement, address how your skills, experience and education have prepared you to serve and meet the needs of a diverse student/staff population.

• **CERTIFICATES, LICENSES & OTHER REQUIREMENTS:**

Submit a copy of the required certificates below.

1. A valid (issued within 3 years) certificate showing graduation from a California P.O.S.T. certified basic police academy OR a valid (issued with 3 years) "Recertification Certificate issued by the California Commission on Police Officer Standards & Training.
2. Valid California Driver's License

Should you be offered this position you will be required to submit proof of current CPR and First Aid certification within the first two weeks of your start date.

If currently in possession of a current First Aid and current CPR certificate attach to your application.

OPTIONAL DOCUMENT:

Confidential Affirmative Action Program Information Sheet
(Attached to the Classified Application)

ABOUT BUTTE COLLEGE:

Situated on 928 acres of wildlife refuge nestled within the Sierra Nevada foothills of Northern California, Butte College is a fully accredited two year community college and a national leader in sustainability. The college offers associate of arts and associate of science degrees, along with certificates in nursing, fire, law enforcement, building inspection, welding, automotive, business, and accounting, among others.

With over 20,500 students, Butte College faculty and staff are committed to helping students achieve success in all aspects of campus life from academics to extracurricular activities.

Graduates leave Butte College ready to advance to the University of California, California State Universities, and other public and private four year institutions. Butte College transfers more students to California State University, Chico than any other community college. The college even has a motor sports program in which students serve as the pit crew for a real racing team—and its chapter of Phi Theta Kappa, the international honor society for two year colleges—is currently ranked sixth in the world.

Butte College is also on the move in improving and documenting student learning and student goal attainment. The Butte-Glenn Community College District intends to lead the state in student outcomes assessment and new accountability systems. We invite you to become part of the Butte College community.

ABOUT THE COMMUNITY:

Butte College is located near Chico and Oroville, in the heart of Northern California, just 1 ••• hours North of Sacramento and three hours Northeast of San Francisco. The area is recognized as one of the Top 10 Art Towns in America, and is home to Bidwell Park—one of the largest municipal parks in the nation, and Lake Oroville—the second largest lake in California.

A growing metropolitan community, Chico offers cultural activities: music, art and theater, all in close proximity to the California State University, Chico Campus. Bicycling magazine named Chico as the best town in the U.S. for bicycling. Oroville is the gateway to great Northern California recreational opportunities including: fishing, hunting, boating, cycling, skiing, camping, and more--some of which have been noted nationally. Bassmaster magazine named Lake Oroville as the best bass fishing lake in California. Feather Falls in the outlying area of Oroville is a magnificent 640-foot waterfall, which is the sixth tallest waterfall in the continental United States.

The Butte-Glenn Community College District hires only U.S. citizens and lawfully authorized alien workers. After employment is offered, all new employees shall submit, within three (3) days to the department of Human Resources, required documentation establishing (A) personal identity, and (B) authorization to work in the U.S.

It is the objective of the Butte-Glenn Community College District to achieve a drug-free workplace. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

It is the policy of Butte College to provide all persons with equal employment and educational opportunities without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status or disability. Inquiries may be addressed to the Director for Human Resources, Claudia Trujillo at (530) 895-2400.